

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY

Accounting Careers Trainee (Target class Accounts Examiner)
Bureau of Finance & Administration

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public (see “eligibility” section below)
Location: Newington Headquarters, Newington, CT
Job Posting No: 278
Hours: 40 hours 8:00 am to 4:30 pm
Closing Date: December 19, 2013
Salary: Annually, first year of training, with degree in accounting or closely related field:

	Hiring Rate	Completion of 1 Year of Training
Bachelor's degree with 15 semester hours in accounting	Step 3 \$46,480	Step 5 \$49,607
Bachelor's degree with 30 semester hours in accounting	Step 5 \$49,607	Step 7 \$52,745
Master's degree in a related field and 15 credits in accounting	Step 5 \$49,607	Step 7 \$52,745
Master's degree in a related field and 30 semester hours in accounting	Step 6 \$51,181	Step 7 \$52,745

Position Description: The Connecticut Department of Transportation has an Accounting Careers Trainee position in the Bureau of Finance & Administration, Division of External Audits, Newington Headquarters, Newington,CT. The target class is Accounts Examiner. This position is full time, 40 hours per week and open to the public.

Duties: As an Accounting Careers Trainee, you will receive training in introductory accounts examiner work for development of skills and knowledge in order to qualify for advancement into a professional agency accounts examiner position after a two year training program; performs a variety of increasingly difficult duties as skills are acquired during course of training period; examines financial records of governmental or private businesses and accounting methods and procedures to assure compliance with statutes, regulations, guidelines or accepted accounting principles; may receive training in such areas as maintaining financial records and accounts, establishing financial statements and schedules and preparing budget estimates; performs related duties as required.

Minimum Qualifications: Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of information technology; some knowledge of effective report writing; ability to read and understand written materials; ability to utilize computer software.

EXPERIENCE AND TRAINING: Possession of a Bachelor's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

TERM OF APPOINTMENT:

1. The length of the training program is two (2) years.
2. If a candidate has a Master's Degree which is an allowed substitution for the target classification the training program may be reduced by one (1) year.

PROMOTION:

1. Incumbents in this class will be eligible for promotion to the target class without further competitive examination after successful completion of the two (2) year training program.
2. Incumbents in this class who meet the minimum qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion.

Eligibility: Candidates must have a Bachelor's Degree in accounting or in a closely related business field from an accredited college or university with at least fifteen semester hours in accounting.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered.
The candidate pool resulting from these interviews may be used to fill future Accounting Careers Trainee positions in the Bureau of Finance and Administration within six months.

Application Instructions: Interested and qualified candidates should submit a cover letter, resume, college transcripts, proof of degree, an Application for Examination or Employment (CT-HR-12) and State employees must submit a copy of their last two service ratings to:

DEPARTMENT OF TRANSPORTATION
Gerald Dobek
2800 Berlin Turnpike
Newington, CT 06131
Fax: 860- 594-2377
Email: Gerald.Dobek@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.